

# PROPOSED REGULATIONS

For information concerning Proposed Regulations, see Information Page.

## Symbol Key

Roman type indicates existing text of regulations. *Italic type* indicates proposed new text.  
Language which has been stricken indicates proposed text for deletion.

## TITLE 6. CRIMINAL JUSTICE AND CORRECTIONS

### CRIMINAL JUSTICE SERVICES BOARD

Title of Regulation: **6 VAC 20-30. Rules Relating to Compulsory In-Service Training Standards for Law-Enforcement Officers, Jailors or Custodial Officers, Courtroom Security Officers, Process Service Officers and Officers of the Department of Corrections, Division of Operations (amending 6 VAC 20-30-10 through 6 VAC 20-30-60, 6 VAC 20-30-80).**

Statutory Authority: § 9.1-102 of the Code of Virginia.

Public Hearing Date: September 13, 2006 - 1 p.m.

Public comments may be submitted until September 11, 2006.

(See Calendar of Events section for additional information)

Agency Contact: John Byrd, Assistant Section Chief, Department of Criminal Justice Services, 202 North 9th Street, Richmond, VA 23219, telephone (804) 786-6375, FAX (804) 786-0410, or e-mail john.byrd@dcjs.virginia.gov.

Basis: Section 9.1-102 of the Code of Virginia gives the board the authority to establish training standards as necessary.

Purpose: These rules were last amended in 1992. Since then technology has changed. Some of the standards are not compatible with the most efficient way to conduct training. The purpose of these changes is to facilitate training while maintaining the quality of training.

The goal of these changes is to make training and reporting requirements easier for certified academies to accomplish.

Substance: The criteria for use of multimedia for training has been redefined, the minimum requirement for a classroom training session has been reduced from four hours to two hours, the firearms requirements for in-service training have been made consistent with the requirements for entry-level training and a specific requirement for training to ensure sensitivity to and awareness of cultural diversity in accordance with § 9.1-102 of the Code of Virginia.

Issues: The public should benefit from the requirement that all officers receive training to ensure sensitivity to and awareness of cultural diversity. Generally, the public should benefit because these changes make the provision of training by criminal justice academies more efficient while maintaining the quality of training.

The primary advantage of these changes is to facilitate training conducted by criminal justice academies.

There are no disadvantages to the general public or the Commonwealth.

### Department of Planning and Budget's Economic Impact Analysis:

Summary of the proposed amendments to regulation. The Criminal Justice Services Board (board) proposes to: (i) allow academy directors to approve all in-service training; (ii) reduce the minimum length of a training session to two hours; (iii) require that two hours of the in-service training for law-enforcement officers, jailors, custodial officers, courtroom security officers, process service officers, and officers of the Department of Corrections be on cultural diversity; (iv) eliminate certain current limitations on extensions of the time limit for completion of in-service training; (v) eliminate the time limit on when the chief of police, sheriff or agency administrator may request authorization for attendance and successful completion by an employee of job-related courses to count for partial in-service credit; (vi) eliminate the requirement that the local agency maintain records of in-service training attendance; (vii) eliminate the limit on the number of credits that can be earned via electronic training; (viii) permit that up to 16 credit hours per two-year in-service period may be earned via being an instructor; and (ix) update the annual firearms requirement to be consistent with the options available for entry-level training.

Result of analysis. The benefits likely exceed the costs for one or more proposed changes. There is insufficient data to accurately compare the magnitude of the benefits versus the costs for other changes.

Estimated economic impact. Training approval. Under the current regulations training academies submit information about in-service training to Department of Criminal Justice Services field coordinators for approval. The board proposes to allow the certified academies, under direction of the board, to approve all in-service training. According to the department, this will make no difference in what in-service training is approved. The proposed change will save time for department staff, academy staff and officers. Since there apparently will be no effective change in which training is approved and there will be time savings, this proposal will produce a net benefit.

Minimum length of training. The board proposes to reduce the minimum length of a training session to two hours. The board determined that quality training can be conducted in as little as two hours. Some training may have been stretched to reach four hours, despite containing content that could be covered in less time, in order to qualify for in-service credits. The proposed change will reduce the incentive to do this and thus may reduce wasted time. Thus, the proposal produces a net benefit.

Required diversity training. Under both the current and proposed regulations, per two-year period, law-enforcement officers are required to complete 40 hours of in-service training; jailors and custodial officers are required to complete 24 hours of training; courtroom security officers and process

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service officers are required to complete 16 hours of training; correctional officers and sergeants in the Department of Corrections, Division of Institutional Services are required to complete 24 hours of training; and lieutenants through wardens in the Department of Corrections, Division of Institutional Services are required to complete 40 hours of training. The total number of required hours of training are not changing under the proposed regulations, but pursuant to § 9.1-102 (38) of the Code of Virginia, the board proposes to require that all of the above-mentioned officers receive two hours of cultural diversity training per two-year period. Thus, if the officers and their employers do not wish to exceed the required minimum number of hours of training, then the officers will spend two less hours on some alternate form of training. It is not definitively clear whether this proposal produces a net benefit or not. Good diversity training does have the potential to reduce the probability of conflict or inappropriate actions, but it is not clear what type of training and its associated benefits will be foregone.

**Extensions.** The current and proposed regulations both permit the director of the Department of Criminal Justice Services to grant an extension of the time limit for completion of in-service training under specified conditions including: (i) illness, (ii) injury, (iii) military service, (iv) special duty assignment required and performed in the public interest, (v) administrative leave involving the determination of worker's compensation or disability retirement issues, full-time educational leave or suspension pending investigation or adjudication of a crime, or f) any other reason documented by the agency administrator.<sup>1</sup> The current regulations state that extensions granted for "any other reason documented by the agency administrator" not exceed 90 days. The proposed regulations do not limit extensions under these circumstances to 90 days, but instead state that "The department will determine and approve a reasonable timeframe based upon the justification provided with the extension request."

The current regulations state that any extension granted for "administrative leave involving the determination of worker's compensation or disability retirement issues, full-time educational leave or suspension pending investigation or adjudication of a crime" require the individual to complete the in-service training prior to resuming job duties, and that the extension may not exceed 12 months. Both of these limitations are removed from the proposed regulations.

The proposals to remove these limitations will be beneficial if the board does use its discretion wisely in granting extensions and does not allow officers to indefinitely continue to work without up-to-date training.

**Records.** The director of the Department of Criminal Justice Services may authorize attendance and successful completion of job-related courses for partial in-service credit upon written request from a chief of police, sheriff or agency administrator. The current regulations require that records be maintained by the department (DCJS). The proposed regulations just require that documentation be submitted to the department for approval, but do not require that records be maintained by the

department. The department returns the approved training to the agency which submits it to their academy. Thus eliminating this requirement will save filing and storage costs, and will not cause any reduction to public safety. Thus, this change will create a net benefit.

**Electronically transmitted training.** Under the current regulations training involving electronically transmitted programs cannot count for more than eight hours training credit per annum. The proposed regulations do not limit the number of credits that can be earned via electronic training. The proposed regulations do require that "A post-viewing objective-based examination covering the instructional material is administered to the student by the academy director or designee, or administered via the multi-media presentation, and the student has no access to the examination or ability to affect, alter, or destroy the examination questions or examination results." Thus, there should not be an increased probability of reduced participation or focus in electronically transmitted programs versus in-person training. The current limitation of only eight hours training credit per annum for electronically transmitted programs therefore provides no clear benefit. The limitation does produce cost in that students must spend additional time and funds on travel and perhaps lodging for in-person training when only eight hours of credit per annum are accepted for electronically transmitted programs. Thus, the proposal to eliminate this limit will produce a net benefit.

**In-service credits for instructors.** Under the current regulations instructing does not count toward in-service credits. Under the proposed regulations up to 16 credit hours per two-year in-service period may be earned via being an instructor. Each topic may be credited toward in-service training only once per two year in-service period. This provision only applies to the instructor that prepares and conducts the training. In-service credit is expressly prohibited for role players and evaluators.

Teaching a class for the first time almost always involves acquiring deeper understanding of the topic at hand. The instructor must think of how to explain concepts in an understandable manner to students who likely do not have all the same experiences and background as the instructor or each other. Given the learning involved for the instructor as well as the likelihood that allowing teaching to count toward in-service credit will make it easier to attract qualified instructors, this proposal is beneficial. Repeatedly teaching the same course within a short period of time produces significantly less learning for the instructor than teaching a new course for the first time or a similar course after time has passed and new developments must be addressed. Therefore the proposal to permit each training topic to count toward in-service credits only once per two-year period is logical.

**Firearms training.** The board also proposes to update the annual firearms training requirement to be consistent with the options available for entry-level training. Updating firearm training requirements to better match current equipment and needs is clearly beneficial in that law-enforcement officers, jailors, custodial officers, courtroom security officers and process service officers will be better prepared to use current equipment.

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<sup>1</sup> Agency administrator is defined as "any chief of police, sheriff or agency head of a state or local law-enforcement agency or corrections agency."

Businesses and entities affected. The proposed regulations affect the 36,961 Virginia law-enforcement officers, jailors, custodial officers, courtroom security officers and process service officers regulated by the Department of Criminal Justice Services.<sup>2</sup>

Localities particularly affected. The proposed regulations affect all Virginia localities.

Projected impact on employment. The proposed regulations are not likely to significantly affect numbers of jobs.

Effects on the use and value of private property. The proposed regulations do not significantly affect the value and use of private property.

Small businesses: costs and other effects. The proposed regulations do not significantly affect small businesses.

Small businesses: alternative method that minimizes adverse impact. The proposed regulations do not significantly affect small businesses.

Legal mandate. The Department of Planning and Budget (DPB) has analyzed the economic impact of this proposed regulation in accordance with § 2.2-4007 H of the Administrative Process Act and Executive Order Number 21 (02). Section 2.2-4007 H requires that such economic impact analyses include, but need not be limited to, the projected number of businesses or other entities to whom the regulation would apply, the identity of any localities and types of businesses or other entities particularly affected, the projected number of persons and employment positions to be affected, the projected costs to affected businesses or entities to implement or comply with the regulation, and the impact on the use and value of private property. Further, if the proposed regulation has an adverse effect on small businesses, § 2.2-4007 H requires that such economic impact analyses include (i) an identification and estimate of the number of small businesses subject to the regulation; (ii) the projected reporting, recordkeeping, and other administrative costs required for small businesses to comply with the regulation, including the type of professional skills necessary for preparing required reports and other documents; (iii) a statement of the probable effect of the regulation on affected small businesses; and (iv) a description of any less intrusive or less costly alternative methods of achieving the purpose of the regulation. The analysis presented above represents DPB's best estimate of these economic impacts.

Agency's Response to the Department of Planning and Budget's Economic Impact Analysis: The Department of Criminal Justice Services Standards and Training Section concurs with the economic impact analysis as reviewed by the Department of Planning and Budget with the following exception:

Summary paragraph #6 reads as follows:

6) Eliminate the requirement that the local agency maintain records of in-service training attendance.

Summary paragraph #6 should read: "Eliminate the requirement for academies to submit a training curriculum to the department for approval prior to conducting training. The academy director shall have the authority and responsibility of ensuring that training is in compliance with all requirements. Training records will be spot-checked after the fact by the department.

Records paragraph, page 3 reads as follows:

The director of the Department of Criminal Justice Services may authorize attendance and successful completion of job-related courses for partial in-service credit upon written request from a chief of police, sheriff or agency administrator. The current regulations require that records be maintained (presumably by the applicant and/or agency) concerning training. The proposed regulations just require that documentation be submitted to the department, but do not require that records be maintained by the applicant. According to the department the board has had no use for such records. Thus eliminating this requirement will save filing and storage costs, and will not cause any reduction to public safety. Thus, this change will create a net benefit.

Summary:

*The proposed amendments (i) allow academy directors to approve all in-service training; (ii) reduce the minimum length of a training session to two hours; (iii) require that two hours of the in-service training for law-enforcement officers, jailors, custodial officers, courtroom security officers, process service officers, and officers of the Department of Corrections be on cultural diversity; (iv) eliminate certain current limitations on extensions of the time limit for completion of in-service training; (v) eliminate the time limit on when the chief of police, sheriff or agency administrator may request authorization for attendance and successful completion by an employee of job-related courses to count for partial in-service credit; (vi) eliminate the requirement that the local agency maintain records of in-service training attendance; (vii) eliminate the limit on the number of credits that can be earned via electronic training; (viii) permit that up to 16 credit hours per two-year in-service period may be earned via being an instructor; and (ix) update the annual firearms requirement to be consistent with the options available for entry-level training.*

CHAPTER 30.

RULES RELATING TO COMPULSORY IN-SERVICE TRAINING STANDARDS FOR LAW-ENFORCEMENT OFFICERS, JAILORS OR CUSTODIAL OFFICERS, COURTROOM SECURITY OFFICERS, PROCESS SERVICE OFFICERS AND OFFICERS OF THE DEPARTMENT OF CORRECTIONS, DIVISION OF INSTITUTIONAL SERVICES OPERATIONS.

**6 VAC 20-30-10. Definitions.**

The following words and terms, when used in this chapter, shall have the following meaning, unless the context clearly indicates otherwise.

"Academy director" means the chief administrative officer of a certified training academy.

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<sup>2</sup> Source: Department of Criminal Justice Services

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"Agency administrator" means any chief of police, sheriff or agency head of a state or local law-enforcement agency, or corrections agency.

"Board" means the Criminal Justice Services Board.

"Certified training academy" means a training school which provides instruction of at least the minimum training standards as mandated by the board and has been approved by the department for the specific purpose of training criminal justice personnel.

"Criminal justice officer" means a law-enforcement officer, jailor or custodial officer, courtroom security officer, process service officer and officers of the Department of Corrections, Division of ~~Institutional Services~~ *Operations*. Officers of the Department of Corrections, Division of ~~Institutional Services~~ *Operations*, means a correctional officer, sergeant, lieutenant, captain, major, assistant superintendent, superintendent, assistant warden and warden.

"Cultural diversity training" means training that is designed to ensure sensitivity to and awareness of cultural diversity and the potential for biased policing.

"Department" means the Department of Criminal Justice Services.

"Director" means the chief administrative officer of the department.

"Multimedia" means distance learning methods to include video, film, disc, computer-based training, Internet-based training or satellite-based training.

## 6 VAC 20-30-20. Applicability.

A. Every person employed as a law-enforcement officer, as defined by § ~~9-169(9)~~ 9.1-101 of the Code of Virginia, shall meet compulsory in-service training standards as set forth in 6 VAC 20-30-30 A.

B. Every person employed as a jailor or custodial officer under the provisions of Title 53.1 of the Code of Virginia, shall meet compulsory in-service training standards as set forth in 6 VAC 20-30-30 B.

C. Every person employed as a courtroom security or process service officer under the provisions of Title 53.1 of the Code of Virginia shall meet compulsory in-service training standards as set forth in 6 VAC 20-30-30 C.

D. Every person employed as an officer of the Department of Corrections, Division of ~~Institutional Services~~, *Operations* as defined herein shall meet compulsory in-service training standards as set forth in 6 VAC 20-30-30 D.

## 6 VAC 20-30-30. Compulsory in-service training standards.

Pursuant to the provisions of subdivisions (1), (3), (5), (6) and (7) of §§ ~~9-170~~ 9.1-102 of the Code of Virginia, the board establishes the following as the compulsory in-service training standards for law-enforcement officers, jailors or custodial officers, courtroom security officers, process service officers and officers of the Department of Corrections, Division of ~~Institutional Services~~ *Operations*.

A. Law-enforcement officers (~~Testing optional, but strongly encouraged~~) ..... TOTAL 40 Hours

1. Cultural diversity training.....2 Hours

2. Legal training..... 4 Hours

Subjects to be provided are at the discretion of the ~~agency administrator or the board~~ *academy director* of a certified training academy and shall be designated as legal training.

~~2-~~ 3. Career development/elective training ..... ~~36~~ 34 Hours

(May include subjects provided in subsections B and C of this section.)

a. Subjects to be provided are at the discretion of the ~~agency administrator or the board~~ *academy director* of a certified training academy. No more than eight hours of firearms training shall be approved as elective subjects. Firearms training shall be applied as follows:

(1) No more than four hours applied to firearms qualification as provided in 6 VAC 20-30-80; and

(2) Remaining hours eligible for situational or decision-making training.

Total 40

B. Jailors or custodial officers. .... TOTAL 24 Hours (~~Testing optional, but strongly encouraged~~)

1. Cultural diversity training..... 2 Hours

2. Legal training.....4 Hours

Subjects to be provided are at the discretion of the ~~agency administrator or the board~~ *academy director* of a certified training academy and shall be designated as legal training.

~~2-~~ 3. Career development/elective training ..... ~~20~~ 18 Hours

(May include subjects provided in subsections A and C of this section.)

a. Subjects to be provided are at the discretion of the ~~agency administrator or the board~~ *academy director* of a certified training academy. No more than eight hours of firearms training shall be approved as elective subjects. Firearms training shall be applied as follows:

(1) No more than four hours applied to firearms qualification as provided in 6 VAC 20-30-80; and

(2) Remaining hours eligible for situational or decision-making training.

Total 24

C. Courtroom security officers and process service officers\* (~~Testing optional, but strongly encouraged~~).. TOTAL 16 Hours

1. Cultural diversity training.....2 Hours

2. Legal training.....4 Hours

Subjects to be provided are at the discretion of the ~~agency administrator or the board~~ *academy director* of a certified training academy and shall be designated as legal training.

2- 3. Career development/elective training..... ~~42~~ 10 Hours  
(May include subjects provided in subsections A and B of this section.)

a. Subjects to be provided are at the discretion of the ~~agency administrator or the board~~ academy director of a certified training academy. No more than eight hours of firearms training shall be approved as elective subjects. Firearms training shall be applied as follows:

- (1) No more than four hours applied to firearms qualification as provided in 6 VAC 20-30-80; and
- (2) Remaining hours eligible for situational and/or decision making training.

TOTAL 16

D. Officers of the Department of Corrections, Division of ~~Institutional Services Operations. (Testing is optional, but strongly encouraged.)~~

Total Hours for Correctional Officers and Sergeants . 24 Hours

Total Hours for Lieutenants through Wardens..... 40 Hours

- 1. Cultural diversity training..... 2 Hours
- 2. Legal training ..... 4 Hours

The subjects to be provided are at the discretion of the Director of the Department of Corrections or his designee and shall be designated as legal training.

2- 3. Career development/elective training.

Correctional officers and sergeants..... ~~20~~ 18 Hours

Lieutenants through wardens..... ~~36~~ 34 Hours

a. Subjects to be provided are at the discretion of the Director of the Department of Corrections, ~~Division of Institutional Services,~~ or his designee. No more than eight hours of firearms training shall be approved as elective subjects. Firearms training shall be applied as follows:

- (1) No more than four hours applied to firearms qualification as provided in 6 VAC 20-30-80; and
- (2) Remaining hours eligible for situational or decision making training.

Total Hours for Correctional Officers and Sergeants ~~24~~

Total Hours for Lieutenants through Wardens ~~40~~

**6 VAC 20-30-40. Time requirement for completion of training.**

A. Every law-enforcement officer, jailor or custodial officer, court security officer, process service officer, and officers of the Department of Corrections must complete compulsory in-service training by December 31 of the second calendar year following satisfactory completion of the entry-level compulsory minimum training standards, and must complete compulsory in-service training by December 31 of every other calendar year thereafter. In-service training hours may be carried over from the first calendar year to the second calendar year of the two-year period. However, should the required training be

completed within the first calendar year of the two-year period, such training shall be reported to the department and a new due date for completion of in-service training shall be established for December 31 of the second calendar year following the completion date of such training.

B. ~~Approved~~ Mandated in-service training shall be conducted in no less than ~~four~~ two-hour sessions and must be under the authority of a certified training academy and meet all requirements for conducting mandated training.

C. The director may grant an extension of the time limit for completion of in-service training under the following conditions:

- 1. The chief of police, sheriff or agency administrator shall present written notification that the officer was unable to complete the required training within the specified time limit due to:
  - a. Illness;
  - b. Injury;
  - c. Military service;
  - d. Special duty assignment required and performed in the public interest;
  - e. Administrative leave involving the determination of worker's compensation or disability retirement issues, full-time educational leave or suspension pending investigation or adjudication of a crime; or
  - f. Any other reason documented by the agency administrator. Such reason must be specified and ~~any approval granted shall not exceed 90 days~~ and ~~an anticipated completion date provided. The department will determine and approve a reasonable timeframe based upon the justification provided with the extension request.~~

~~2. Any extension granted under subdivision C 1 e of 6 VAC 20-30-40 shall require the officer to complete in-service training prior to resuming job duties. Request may be granted for periods not to exceed 12 months.~~

~~3- 2.~~ Requests for extension of the time limit shall be received prior to the expiration of the normal in-service time limit.

**6 VAC 20-30-50. How compulsory in-service training standards may be attained.**

A. In-service training school/sessions.

1. In-service training shall be obtained by attending and completing an approved in-service training school or a series of approved in-service training sessions which combined comply with the compulsory in-service training standards. Such training must be attended at a certified training academy unless provided otherwise in accordance with 6 VAC 20-30-50, ~~subsections B and C.~~

2. Criminal justice officers attending approved in-service training shall not be placed on duty or on call except in cases of emergency.

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3. Individuals who maintain training certification in secondary functions may comply with the compulsory in-service training standards by attending 40 hours of approved in-service training, provided that all legal training requirements are included for the designated secondary function(s) and that the career development/elective training is job related.

## B. Partial in-service credit.

1. Individual. Upon written request of the chief of police, sheriff or agency administrator, the director may authorize attendance and successful completion of job-related courses for partial in-service credit. ~~Such request shall be submitted no later than 60 days following the last day of the course. [Such request shall be submitted no later than 60 days following the last day of the course.]~~ Whenever possible, such request should be submitted prior to the beginning date of the course. Any request for partial in-service credit shall include the name of the sponsoring agency, name and location of the course, and a curriculum which shall include at a minimum the date, time and instructor for each subject included in the course. Attendance shall be documented and ~~records maintained as required by the records retention policy of the department submitted to the department for approval.~~

All such requests from the Department of Corrections shall be reviewed and endorsed by the training manager prior to being forwarded to the department for consideration.

2. Course. The director may approve job-related training courses offered by ~~agencies, institutions, or private firms training providers that have not been certified as criminal justice academies~~ as meeting the requirements to receive partial in-service credit. Requests for such approval shall be submitted 60 days prior to the commencement of the course on forms provided by the department. Courses meeting the minimum criteria may be approved for one year or until the course content is revised, whichever occurs first. The sponsoring ~~agency provider~~ shall document attendance and ~~maintain records as required by the records retention policy of the department.~~ *It shall be the responsibility of the officer receiving training to ensure that documentation of attendance is submitted to a certified training academy for tracking and subsequent submission to the department.* The sponsoring agency shall also certify to the agency administrator that the officer successfully completed the course. The department shall only consider for approval requests from ~~agencies, institutions, or private firms providers~~ where there is an indication that criminal justice officers from Virginia have attended or will attend the course for which approval is requested.

~~Subsection B 2 of 6 VAC 20-30-30~~ This subdivision shall not apply to any criminal justice agency or certified training academy in this Commonwealth.

C. In-service credit for ~~electronically transmitted multi-media~~ criminal justice programming. ~~The department may establish guidelines to approve job related electronically transmitted programs. Any such policy shall provide for no more than eight hours training credit annually and shall establish all administrative requirements.~~

1. *Tested multimedia training. Training received via multimedia programs utilizing computer-generated or agency-administered objective-based testing may be applied toward in-service credit if:*

a. *The training program is approved by the academy director or designee, and the instructional topic is directly related to criminal justice;*

b. *A post-viewing objective-based examination covering the instructional material is administered to the student by the academy director or designee, or administered via the multimedia presentation, and the student has no access to the examination or ability to affect, alter, or destroy the examination questions or examination results;*

c. *The student achieves a minimum passing score of 70% or above on a postviewing examination, scored by the academy director or designee, or the computer;*

d. *All postviewing examinations administered, and their results, shall be maintained in accordance with the appropriate Library of Virginia retention schedule. These records shall be made available to the department upon request.*

2. *Administrative requirements. The academy director of the certified academy that approves multimedia training shall determine the number of hours of in-service credit to be awarded for each multimedia training session.*

## 6 VAC 20-30-60. Requirements for in-service training.

A. ~~A curriculum listing the subject(s), instructor(s), date(s) and times for the entire proposed training session shall be submitted to the department 30 days prior to the beginning of each such proposed session. An exemption to the 30-day requirement may be granted for good cause shown by the academy director.~~ *In-service training shall be provided under the authority of a certified academy. At the option of the certified academy, such training may be conducted by the main academy or at an approved satellite academy. The certified academy may conduct training at an offsite facility if the facility is approved and an academy staff member acts as the coordinator for the program. The academy director shall provide the department field coordinator the date, time, and location of such training at least seven days in advance of the program. Failure to provide such notification negates the training approval. All necessary records must be maintained and documentation kept on file in accordance with the certified academy policy. Roll call training shall not be approved for in-service training.*

B. ~~In-service training which~~ that is approved shall be subject to inspection and ~~reviewed~~ review by the department. *The department may deny in-service credit for any training that is not in compliance with training standards.*

C. ~~The department may suspend the approval of an approved in-service training school or session upon written notice, which shall contain the reason(s) upon which the suspension is based, to the academy's director. The academy's director may request a hearing before the director or his designee. The request shall be in writing and must be received by the department within 15 days of the date of the notice of~~

suspension. The academy's director may appeal the director or designee's decision to the board or its designee.

D. The department may revoke the approval of any training school or session upon written notice, which shall contain the reason(s) upon which the revocation is based, to the academy's director. The academy's director may request a hearing before the director or his designee. The request shall be in writing and must be received by the department within 15 days of the date of the notice of revocation. The academy's director may appeal the director or designee's decision to the board or its designee. C. A certified instructor may receive in-service credit for training conducted on an hour-for-hour basis. No more than 16 hours may be credited for in-service training per two-year in-service period. In addition, each topic may be credited toward in-service training only once per two-year in-service period. This provision only applies to the instructor that prepares and conducts the training. In-service credit is expressly prohibited for role players and evaluators.

6 VAC 20-30-80. Firearms training.

Every criminal justice officer required to carry a firearm in the performance of duty shall qualify annually using the applicable firearms course set forth below. Annual range qualification shall include a review of issues/policy relating to weapons safety, nomenclature, maintenance and use of force. With prior approval of the director, a reasonable modification of the firearms course may be approved to accommodate qualification on indoor ranges. No minimum number of hours is required.

A. Law-enforcement officers, jailors or custodial officers, courtroom security officers and process service officers shall qualify annually with a minimum passing score of 70% on one of the following courses:

1. Virginia Modified Double Action Course for Revolvers, 60 rounds, 7, 15, 25 yards shooting.
2. Virginia Modified Double Action Course for Semi-automatic Pistols, 60 rounds, 7, 15, 25 yards shooting.
3. Virginia Modified Combat Course I, 60 rounds, 25, 15, 7 yards shooting.
4. Virginia Modified Combat Course II, 60 rounds, 25, 15, 7, 5, 3 yards shooting.
5. Virginia Qualification Course I, 50 rounds, 25 to 5 yards shooting.
6. Virginia Qualification Course II, 60 rounds, 3 to 25 yards shooting.
7. Virginia Tactical Qualification Course I, 50 rounds, 5 or 7, 25 yards shooting.
8. Virginia Tactical Qualification Course II, 36 rounds, 3-25 yards shooting.

Target - Silhouette (B21, B21X, B27, Q)

60 rounds

Double action only

Minimum qualifying score - 70%

a. Phase 1 - 7 yards, hip shooting, crouch position, 24 rounds

Load 6 rounds, fire 1 round on whistle (2 seconds), repeat or fire 2 rounds on whistle (3 seconds), repeat

Load 6 rounds, fire 2 rounds on whistle (3 seconds), repeat

Load 6 rounds, fire 12 rounds on whistle (30 seconds)

b. Phase 2 - 15 yards, point shoulder position, 18 rounds

Load 6 rounds, fire 1 round on whistle (2 seconds), repeat or fire 2 rounds on whistle (3 seconds), repeat

Load 6 rounds, fire 2 rounds on whistle (3 seconds), repeat

Load 6 rounds, fire 6 rounds on whistle (12 seconds)

c. Phase 3 - 25 yards, 90 seconds, 18 rounds

Load 6 rounds, on whistle:

fire 6 rounds, kneeling, strong hand; reload

fire 6 rounds, standing behind barricade, weak hand;

reload fire 6 rounds, standing behind barricade, strong hand (kneeling position may be fired using barricade)

d. Scoring:

(1) B21, B21X targets: use indicated K value with a maximum 300 points; divide by 3 to obtain percentage.

(2) B27 target: 8, 9, 10, X rings - value 5 points; 7 ring - value 4 points; other hits on silhouette - value 3 points; divide by 3 to obtain percentage.

(3) Q targets: any fired round striking the bottle area to its marked border - value 5 points, any fired round striking outside the bottle area - value 3 points.

2. Virginia Modified Double Action Course For Semi-Automatic Pistols.

Target - Silhouette (B-21, B-21X, B-27, Q)

Minimum Qualifying Score - 70%

a. Each officer is restricted to the number of magazines carried on duty. Magazines shall be loaded to their full capacity. The range instructor shall determine when magazines will be changed.

b. Phase 1 - 7 yards, hip shooting, crouch position, load magazine, fire 1 round double action on command (2 sec.), or fire 2 rounds (3 seconds), make weapon safe, holster, repeat until 6 rounds have been fired.

(1) On command, draw and fire 2 rounds (3 sec.), make weapon safe, holster, repeat until 6 rounds have been fired.

(2) On command, draw and fire 12 rounds in 20 seconds, make weapon safe, and holster.

c. Phase 2 - 15 yards point shoulder position. On command, draw and fire 1 round (2 sec.), or draw and fire

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2 rounds (3 sec.), make weapon safe, holster, repeat until 6 rounds have been fired.

(1) On command, draw and fire 1 round (2 sec.), or 2 rounds (3 sec.), make weapon safe, holster, repeat until 6 rounds have been fired.

(2) On command, draw and fire 6 rounds (12 sec.), make weapon safe, holster.

d. Phase 3 – 25 yards, kneeling and standing position. On command, assume kneeling position, draw weapon and fire 6 rounds, then fire 6 rounds weak hand, standing, barricade position, then fire 6 rounds strong hand, standing, barricade position, until a total of 18 rounds have been fired. (70 seconds)

(1) (Kneeling position may be fired using barricade.)

(2) (Weapons which do not have a double action capability will require the first round be chambered manually.)

e. Scoring.

(1) B21, B21X targets: use indicated K value with a maximum 300 points; divide by 3 to obtain percentage.

(2) B27 target: 8, 9, 10, X rings - value 5 points; 7 ring - value 4 points; other hits on silhouette - value 3 points; divide by 3 to obtain percentage.

(3) Q targets: any fired round striking the bottle area to its marked border - value 5 points, any fired round striking outside the bottle area - value 3 points.

3. Virginia 50 round Tactical Qualification Course for Revolvers and Semi-automatic Pistols.

Target silhouette (B21, B21X, B-27, Q) Minimum Qualifying Score 70%

a. Each officer is restricted to the number of magazines carried on duty. Magazines shall be loaded to full capacity. The range instructor shall determine when magazines will be changed.

b. Phase 1 – On 5 or 7 yard line or fraction thereof, point shoulder shooting, fire 2 rounds on command in 3 seconds for 12 rounds. Between each 2 rounds holster, repeat until all rounds have been fired.

(1) On command, draw and fire 6 rounds in 8 seconds from point shoulder positions.

(2) On command draw and fire 4 rounds strong hand only, point shoulder point in 8 seconds.

(3) On command, fire 4 rounds, weak hand only, point shoulder position in 10 seconds.

c. Phase 2 – 15 yard point shoulder position

(1) On command, draw and fire 2 rounds in 3 seconds for 6 (optional to reholster after each 2 rounds)

(2) On command, draw and fire 6 rounds in 12 seconds, holster.

d. Phase 3 – 25 yard, kneeling and standing position on command, assume a kneeling position, draw weapon and fire 6 rounds behind a barricade, than fire 6 rounds strong hand, standing barricade position, until a total of 12 rounds have been fired for a total of 45 seconds for semi-automatic pistols or 60 seconds for revolvers. A kneeling position may be fired using a barricade.)

e. Scoring:

(1) B21, B21x targets: use indicated K value with a minimum of 250 points: Multiply by .4 to obtain percentage.

(2) B27 target: 8, 9 and 10 X rings value 5 points, 7 ring - value 4 points, other hits on silhouette - value 3 points; multiply by .4 to obtain percent.

(3) Q target: any fired round striking the bottle area to its marked border - value 5 points, any fired round striking outside the bottle area - value 3 points.

B. Officers of the Department of Corrections, Division of Institutional Services Operations.

1. Handgun

a. Double Action Combat Course.

- Target - Silhouette

- 60 rounds

- Double action only

- Minimum qualifying score - 70% (points per hit on silhouette - minimum 210 points out of a possible 300 points)

- 7 yards - two handed crouch - 6 rounds (one on whistle)

- 7 yards - two handed crouch - 6 rounds (two on whistle)

- 7 yards - two handed crouch - 12 rounds (30 seconds from whistle)

- 15 yards - two handed point shoulder - 6 rounds (one on whistle)

- 15 yards - two handed point shoulder - 6 rounds (two on whistle)

- 15 yards - two handed point shoulder - 12 rounds (30 seconds from whistle)

- 25 yards - two handed point shoulder - 6 rounds (10 seconds/right hand)

- 25 yards - two handed point shoulder - 6 rounds (10 seconds/left hand)

C. Law-enforcement officers, jailors or custodial officers, courtroom security officers, civil process officers and officers of the Department of Corrections, Division of Institutional Services Operations.

1. Special weapons.

a. All agencies whose personnel possess, or have available for immediate use, shotguns or other similar special weapons, shall design an appropriate qualification weapons program and require all applicable personnel to complete annually.

b. The course, number of rounds to be fired and qualification score shall be determined by the agency or approved training school. Documentation of such qualification programs shall be available for inspection by the director or staff.

**NOTICE:** The forms used in administering 6 VAC 20-30, Rules Relating to Compulsory In-Service Training Standards for Law-Enforcement Officers, Jailors or Custodial Officers, Courtroom Security Officers, Process Service Officers and Officers of the Department of Corrections, Division of Operations, are listed below. Any amended or added forms are reflected in the listing and are published following the listing.

### FORMS

*Individual Partial In-Service Credit, DCJS Form PIC-1 Form, eff. 9/93 rev. 11/05.*

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DCJS Form PIC-1  
Rev. 11/05

## INDIVIDUAL PARTIAL IN-SERVICE CREDIT

Department of Criminal Justice Services, 202 N. Ninth Street, Richmond, VA 23219

Name of Officer: \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (M.I.) SS#: \_\_\_\_\_

Agency: \_\_\_\_\_ (Agency Telephone #) \_\_\_\_\_ (Agency Fax #)

Requested by: \_\_\_\_\_ (Signature of Agency Administrator) \_\_\_\_\_ (Title)

### PART A: COURSE INFORMATION

Course Title: \_\_\_\_\_

Course Dates From: \_\_\_\_\_ To: \_\_\_\_\_

Course Location: \_\_\_\_\_

Course Sponsor: \_\_\_\_\_

Hours of Training Received: \_\_\_\_\_ Legal \_\_\_\_\_ Career Development

I certify that the above individual successfully completed the named training for the hours of training indicated.

\_\_\_\_\_  
Signature of Officer Attending Training \_\_\_\_\_ Date

\_\_\_\_\_  
Typed or Printed Name of Course Coordinator \_\_\_\_\_ Telephone Number

\_\_\_\_\_  
Signature of Course Coordinator \_\_\_\_\_ Date

**Upon completion of Part A, submit this form and a curriculum that includes the date, time and instructor for each subject, no later than 60 days following the last day of the course to your Regional Field Coordinator**

### PART B: FOR DCJS USE ONLY

Approved for: \_\_\_\_\_ Law Enforcement \_\_\_\_\_ Department of Corrections  
\_\_\_\_\_ Jailor/Custodial Officer \_\_\_\_\_ Court Security/Process Server

Hours Approved: Legal: \_\_\_\_\_ Career Development/Elective: \_\_\_\_\_ Total Hours: \_\_\_\_\_

DCJS Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VA.R. Doc. No. R05-284; Filed June 19, 2006, 1:11 p.m.